



# Southern Notes



Southern Pharmaceutical Services  
205-451-1822

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## SPS DELIVERY INFORMATION

### The Delivery Log & The Delivery Manifest

At each medication delivery, the delivery personnel arrive with three paperwork items.

One is a delivery log. This is a form that any staff receiving a package can sign. It does not guarantee the contents of the package, only that the driver arrived and you received a package. We must have this signed immediately at every delivery.

The other forms included are two identical copies of the delivery manifest. This manifest lists each client/resident receiving an item in the delivery, the name of the item received and the quantity.

One copy you may keep for your records. The other copy needs to be signed and returned to the pharmacy.

*It is of utmost importance that the pharmacy receives this signed copy and we need your help ensuring we get each one signed and returned.*

Options: If the delivery is small and appropriate staff is able to easily view the listed items on the manifest and sign for delivery, they can immediately return to the delivery personnel.

If the delivery is large, the appropriate staff is unavailable or more time is needed, the delivery manifest can be checked against the actual delivery items at a later time. We do need to receive this signed copy back as soon as possible. You can return signed manifests back via fax or with the delivery personnel at the next delivery exchange. Our fax number is (205) 451-1823.

#### CLOSED LABOR DAY

Please note that we will be closed on Monday, September 7th for Labor Day.

Please take a look at your medication needs and let us know the week before if there is anything you may need us to send.

#### VISIT US AT THE ALAA FALL CONFERENCE

Don't forget to stop by our Booth at the Fall Conference!

We look forward to seeing you there.

